



# INTERNSHIP REQUEST

The Department of Health has an internship opportunity for qualified candidates in the following area:

Division <b>Management and Administration</b>		Internship Posting Number INT 02-20	
Program <b>Training &amp; Development</b>		Application Period From: <b>5/01/20</b> To: <b>7/17/20</b>	
Lead Supervisor for Intern <b>Priscilla Lockhart</b>		Number of Interns Needed <b>1</b>	
Preferred Level of Education ( <i>Check at least one</i> ) <input type="checkbox"/> Freshman <input checked="" type="checkbox"/> Sophomore <input checked="" type="checkbox"/> Junior <input checked="" type="checkbox"/> Senior <input type="checkbox"/> Graduate Student			
Location: DOH 369 Warren Street, Trenton, NJ			
Preferred Semester <input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer		Payment <input type="checkbox"/> Paid: \$ _____ or <input checked="" type="checkbox"/> Unpaid	
Will this internship require specific education, training or certifications? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," please explain the training or certification needs. <b>Pursuing a Communications, English, Journalism or Marketing degree.</b>			
Briefly describe project and intern responsibilities: <b>Job duties include the following: Preparation of class training materials. Ability to use Microsoft Office (Word, Excel, PowerPoint and Outlook). Ability to use office equipment such as scanner, copier and fax machine. Local Health Department project preparation, Calendar/ schedule preparation 2021, Streamline/ File merger. Filing and office organization experience.</b>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
If interested in this position, you can reply in one of two ways: <ul style="list-style-type: none"> <li>Forward the required documents electronically to: <b>PSTHR@doh.nj.gov</b></li> <li>Mail the required documents to: <b>Loreta Sepulveda, Director</b> <b>Human Resources Services</b></li> </ul> <p><b>Include Internship Posting #</b>    Error! Reference source not found. Error! Reference source not found. Error! Reference source not found.</p> <p><b>New Jersey Department of Health</b> <b>PO Box 360</b> <b>Trenton, NJ 08625-0360</b></p> <p><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>cover letter</li> <li>resume</li> <li>completed application, found at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li> </ul> <p><i>*Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

The New Jersey Department of Health is an Equal Opportunity Employer.